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ABSTRACT

This document is the second of five curriculum modules containing instructional units for disabled students who need assistance in mastering the function keys for the ExecuWriter II, a phototypesetter manufactured by Compugraphics of Wilmington, Massachusetts. The purpose of these modules is to provide supplementary instruction on an individualized or small group basis. All the modules are designed for use in a resource room by special educators as supportive instruction for vocational shop curricula. Module 2 contains both a student and teacher's manual for lessons 4-7 which provide information on the functions of the space bar, style change key, shift keys, and shift lock key. Each lesson also includes exercises for practicing each key and a progress check. At the end of the module is a practice exericse using all the keys presented in lessons 4-7. The teacher's manual provides information sheets, teaching strategies, student objectives, and evaluation keys for each lesson. (BM)

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Project VITA

PHOTOTYPESETTING

Module II

Lesson 4, 5, 6, and 7

Teacher Manual

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U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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INTRODUCTION

This module is one of a series of five modules developed by Project VITA (Vocat onal Instruction, Training and Assessment), Project No. 498AH 50296, a federally-funded vocational education project for students with special needs. Project VITA is a collaborative effort of the Department of Business and Career Education, School of Education, Boston University and the Blue Hills Regional Vocational/Technical School in Canton, Massachusetts in cooperation with: Whittier Regional Vocational Technical High School, Haverhill, Massachusetts; Northeast Metropolitan Regionel Vocational School, Wakefield, Massachusetts; Minuteman Regional Vocational Technical School, Lexington, Massachusetts; and Joseph P. Keefe Technical School, Framingham, Massachusetts. The purpose of each curriculum module is to provide *supplemental* vocational instruction for special needs students enrolled in a vocational program. All modules are designed for use in a resource room by special educators as *supportive* instruction for vocational shop curricula.

The phototypesetting modules are designed for use with special students who have mild learning problems (e.g., educable mentally retarded, learning disabled, "slow learners"). The purpose of these modules is to provide supplemental instruction on an individualized or small group basis for special needs students who are enrolled in the graphic arts program. More specifically, these modules provide a series of supplementary units of instruction for students who need special assistance in mastering the function keys for the ExecuWriter II, manufactured by Compugraphics, Inc., Wilmington, Massachusetts.

PREFACE

The Department of Labor predicts that the number of unskilled jobs will be at an all-time low during this decade and in the future. Therefore, a continued emphasis on training retarded and slow-learning students for such jobs seems futile. To train these special needs students for skilled jobs, present vocational training programs must be modified.

Modification should include:

1. Changes which emphasize development of efficient and effective vocational skill training.
2. Application of learning research to the actual training of special needs students in both integrated learning settings and learning resource rooms.

In recent years, regional vocational schools have admitted increasing numbers of special needs students to their regular programs. Many of these students experienced difficulty in mastering specific vocational skills. One of the problems was that resource teachers were trained to provide back-up instruction for *academic* programs but not for *vocational shop* programs.

One of the purposes of this series of instructional modules is to assist the resource teacher who works in a vocational school to help handicapped students master specific vocational skills. Each module concentrates on providing supportive instruction for specific programs identified by both resource and vocational teachers as being critical areas for back-up instruction. This series of modules include the five modules on phototypesetting (including tapes, flashcards, teacher's manual, student handbook, phototypesetter simulator) and two modules on graphic arts communication (including a teacher's manual, student handbook, flashcards and games).

Assumption of Module Development

Two assumptions underlie the development of this series of modules: first, that students using the modules will have had training in the use of the typewriter; second

that these students will concurrently receive training with regular students in the graphic arts program.

Thus, the modules are meant to provide supplemental instruction.

Presentation Plan for the Module

PHOTOTYPESETTING is composed of five modules with a total of 16 lessons. Each module is independent. They are designed to integrate the work of the vocational and resource-room teacher. The following steps are suggested for the resource-room teacher:

1. Ask the vocational teacher to identify the special keys the student needs to practice.
2. Locate the module and lesson by checking the index.
3. Give the student the Progress Check for the lesson before he/she practices the lesson.
4. Give the student the Progress Check again after he/she practices the lesson and record the score.
5. Ask the student to repeat the lesson if he/she does not achieve 100% accuracy.
6. Give the Evaluation test at the end of each module and record the score.

Each lesson has the following parts:

1. *Word Study* Vocabulary words that the student will find in the lesson.
2. *Special Key* Name and location of the key to be presented in the lesson.
3. *Definition and Function* Explanation of what the key is used for.
4. *Relationship to the Typewriter* Comparison of the special key to one on the regular typewriter.
5. *Keyboard Practice* Exercises to be practiced on the ExecuWriter II Simulator.
6. *Progress Check* A written test to see if the student has mastered the lesson. Each module will have one additional practice exercise following the last lesson. This is called a "Job" and will give the student an opportunity to apply information learned in the module. An Evaluation (test) should be given at the end of each module.

Special Features of the Modules

One special feature of the Phototypesetting modules is the ExecuWriter II Simulator. The student may practice in the resource room on the Simulator and then return to the shop to apply what he has learned. The resource room teacher may wish to supervise the student on the actual machine at

some point to see if the student has actually learned the material.

Another special feature is the cassette tape. Using this, the student may listen to the lesson while reading the material from the book.

Conclusion

The authors of this series of modules have talked with manufacturers of phototypesetting machines, employers of phototypesetters, vocational teachers, resource room teachers, and special education teachers. When you have finished using this series of modules, they would like your suggestions, ideas and comments. A questionnaire has been enclosed for this purpose.

QUESTIONS AND ANSWERS ABOUT THE MODULE

1. What is the purpose of the module?	1. To provide supplementary instruction in phototypesetting to students with special needs who are having difficulty recognizing the function keys.
2. Does this module, then, include a lesson for *every* key?	2. No. Only those keys whose functions are required for the fundamental operation of the photosetting machine are included within this module. Keys used for specfic phototypesetting assignments are not included.
3. Can I use this module with a large group of students?	3. Ideally, no. It is designed for use in a resource room with individualized or small group instruction. However, if a number of simulators or phototypesetting machines are available, more students can be supervised.
4. Can a student with little or no experience in typewriting use this module?	4. Yes. Although prior knowledge of typewriting is advantageous in terms of speed and accuracy, it is not a prerequisite. However, good typing *techiques* should be encouraged by the instructor during the teaching of each lesson.
5. Can I use this module even though our school has a different phototypesetting machine?	5. Yes. Although this particular module was written for the ExecuWriter II, its applicability to other phototypesetting machines is possible since the primary function keys in this module remain major components of any photocomposer.
6. As a resource teacher who knows *very little* about phototypesetting, will it be possible for me to teach from this module without any special training?	6. Yes. This module is designed to be used by resource-room teachers.

7. **Is there a way to obtain formal training on the phototypesetting machine?**

7. Yes. Many companies offer an introductory course. A one-day program provides an adequate background.

8. **How do I use this module?**

8. As an aid to supplement instruction of phototypesetting already in progress in the graphic arts class.

9. **Must I have access to a phototypesetting machine?**

9. At some point, yes. Initial instruction involves using a simulator. However, any performance exercises requiring output proof of accuracy will require use of the actual machine.

10. **How many performance exercises requiring output proof of accuracy are there?**

10. Each *Lesson* and each *Unit Evaluation* contains at least one such performance exercise.

11. **What materials will I need?**

11. None. All necessary materials (posters, flashcards, worksheets) are provided in the packet.

12. **How will I know what materials to use for each lesson?**

12. A Resourse Key for Materials and Equipment is available at the beginning of each lesson. When a special item is necessary for instruction outlined in the teaching strategy/student objectives, it is so listed.

13. **What is the lesson pattern?**

13. Each Lesson consists of six parts:
    1. Word Study
    2. Special Key
    3. Definition and Function
    4. Relationship to the typewriter
    5. Keyboard Practice
    6. Progress Check

    Each Module contains a Job (practice exercise) and an Evaluation.

14. **How do I begin?**

14. After you are familiar with the module, give the Pre-Test to the student. These results will allow you to select the appropriate area/unit lesson in which to begin individualized supplementary instruction.

15. **What then?**

15. Read the Teacher-Information Sheet for the appropriate key and familiarize yourself with the particular lesson.

16. **What is the basic format of each lesson?**

16. Each lesson begins with a set of *General Lesson Goals* followed by listings of *Teaching Straegies* and corresponding *Student Objectives.*

17. How do i know when the student has satisfactorily learned the key?

17. At the end of the lesson for each key there is a series of objectives which the student must be able to preform with 100% accuracy before proceeding to the next key.

18. Is there a way to record this evaluation?

18. Yes. An *Oral Examination Checklist* is provided and there is a Progress Check that should be given at the end of each lesson.

19. What if thestudent is not able to complete the final objectives?

19. Return to the appropriate Teaching Strategies and try again. Use the teaching materials according to the learning style of the student.

20. Is there any other method of evaluation?

20. Yes. At the end of each unit there is a Unit Evaluation consisting of a paper and pencil test and one performance exercise (which requires the use of the actual phototypesetting machine).

21. Can this paper and pencil test be given orally?

21. Yes. With optional use of flashcards, it can be adapted to various testing styles.

22. How can I respond to this module?

22. A questionnaire for your suggestions and ideas about the Module is included with the packet.

INTRODUCTION TO PHOTOTYPESETTING*

Providing quality typeset copy in many different styles and seven sizes, the ExecuWriter phototypesetter employs simple typewriter-like procedures.

Typesetting, as used in printing, describes the process of setting and arranging type. The method used with the ExecuWriter is generally known as photocomposition.

A standard secretary-shift typewriter keyboard provides for complete operator control. Simply by striking a key, manuscript copy is automatically set to full measures or positioned to specific areas. A character display shows all characters and functions as they are typed from the photocomposer keyboard.

The photocomposer, working like a camera, consists of a light projection system, a negative film strip containing the alphabet, numeric and miscellaneous characters, a holder for photographic material and a lens. The characters are photographed with an instantaneous flash of light, passing through the lens and exposed on the photographic material.

As characters are typed, they are retained in the system's memory, line by line. Activation of the typewriter Return key causes the character images to be flashed and photographed onto the material. Like a typewriter, as each line is ended, the material is automatically advanced in preparation for the next line.

After completion of the typesetting operation, the exposed photographic material is processed. This process is similar to the development of film frome o dinery camera. The completed copy is then pasted onto a form from which a negative is made and final steps are taken for printing.

*Source: ExecuWriter I and II; Applications Manual — Compugraphic, Inc.

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TEACHER INFORMATION SHEET

MODULE II LESSON 4 THE SPACE BAR

Definition and Function:

The SPACE BAR on the Ex II, like a typewriter space bar, is used to put space between words. The word space on the Ex II begins as a fixed width value, but it is expandable. The word space, when required to do so, will expand in equal amounts until all words in a line fill the line from the left to right margins of the selected line measure. This occurs when a line of text is ended with the RETURN key. It is referred to as being set "justified." Whereas, word space on a typewriter is a fixed width value; therefore, line endings on the right margin will vary, depending on the amount of manuscript copy in a line.

Relationship to the Typewriter:

The SPACE BAR on the ExecuWriter II is used in the same way that it is used on any kind of typewriter when spacing between words. On the typewriter, two spaces are put after a period, colon, or any end-of-sentence punctuation. On the ExecuWriter II even though only one space is manually put after a period, colon, or any end-of-sentence punctuation as well as between words, the machine automatically puts more (or less space) between words so that the right hand margin for all lines will be automatically justified (makes each line end evenly with a straight, not jagged, right margin).

REFERENCE: ExecuWriter II Applications Manual, pages 43-44

KEYBOARD SYMBOL

DISPLAY PANEL SYMBOL

N/A

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P# Poster Number
EX II S ExecuWriter II Simulator
EX II ExecuWriter II (machine)
WS# Worksheet Number
OC Oral Checksheet
TW Typewriter
FC Flash Cards

KEY: SPACE BAR

General Lesson Goals: Upon completion of the lesson, the student will:

1) Recognize what the SPACE BAR key looks like.
2) Locate the SPACE BAR key.
3) State the function of the SPACE BAR key.
4) Perform the function of the SPACE BAR key, within a given exercise.

Mat. & Equip.	Teaching Strategies	Student Objectives	Motivational Techniques	Supplementary Strategies
P#1	1. Teacher points to SPACE BAR on the "instructional poster".			
	2. Teacher points out the difference in the shape of the "bar" as compared to the other keys.			
	3. Teacher points out that there is no keyboard symbol or abbreviation for SPACE BAR.			
EXII S	4. Teacher asks the student point to the SPACE BAR on the EXII S.	4. Student points to the SPACE BAR on the ExII S.		
	5. Teacher delineates using visual materials and concrete examples the definition of and the function of the SPACE BAR (noting that no keyboard symbol appears on the SPACE BAR).			5. Teacher shows student both typeset copy and typewritten copy.
EXII S TW	6. Teacher compares the SPACE BAR and how it functions on the ExII with the SPACE BAR and how it functions on the typewriter.			
EXII S	7. Teacher demonstrates the use of the SPACE BAR by 1 typing word "s p a c e" 2 depressing SPACE BAR once, and 3 typing word "b a r"			
EXII S	8. Teacher points to the "character display" stating the no symbol appears except a blank space.			
EXII S	9a. Teacher asks student to perform items 7—1 to 7—3 while dictating instructions in sequence.	9a. Student performs items 7—1 to 7—3 as dictated by teacher.		
	9b. Teacher asks students to perform items 7—1 to 7—3 without teacher assistance.	9b. Student performs items 7—1 to 7—3 without teacher assistance.		
EXII S	10a. Teacher demonstrates and explains the typing of sentences stating that only one space is put after any end—of—sentence punctuation (i.e., period, question mark, and exclamation point) by:	10a. Student performs items 10—1 to 10—13 as dictated by teacher.		

P# Poster Number
EX II S ExecuWriter II Simulator
EX II ExecuWriter II (machine)
WS# Worksheet Number
OC Oral Checksheet
TW Typewriter
FC Flash Cards

Mat. & Equip.	Teaching Strategies	Student Objectives	Motivational Techniques	Supplementary Strategies
	1 typing "H i !" 2 depressing SPACE BAR once 3 typing "H o w " 4 depessing SPACE BAR once 5 typing "a r e " 6 depressing SPACE BAR once 7 typing "y o u " 8 depressing SPACE BAR once 9 typing "I" 10 depressing SPACE BAR once 11 typing "a m " 12 depressing SPACE BAR once 13 typing "f i n e . "			
	10b Teacher asks student to perform items 10—1 to 10—13 without teacher assistance.	10b. Student performs items 10—1 to 10—13 without teacher assistance.		
WS#	11. Teacher asks students to complete worksheet and explain worksheet directions.	11 Student writes in the words "s p a c e b a r" below the "bar" itself (because no keyboard symbol appears on the SPACE BAR).		
OC FC EXII S	12. Teacher checks student progress with teacher made oral examination (question-answer session). The student must answer with 100% accuracy in order to proceed to the next lesson.	12a. Student states SPACE BAR key on the ExII puts a space between words. 12b. Student states that only one space is put after any end-of-sentence punctuation. 12c. Student explains that word space on ExII begins as a fixed width value, but it is expandable which allows for justified copy; whereas, on the typewriter word space is a fixed width value and, therefore, copy will not be justified (right margin will be jagged). 12d. Student states that there is no keyboard symbol for SPACE BAR. 12e. Student states that a blank space (and no actual symbol) appears on the "character display" when SPACE BAR is depressed.		

ORAL EXAMINATION CHECKLIST

MODULE II LESSON 4

KEY: SPACE BAR

STUDENT OBJECTIVES	COMPLETED	COMMENTS
12a. Student states SPACE BAR key on the ExII puts a space between words.	12a.	12a.
12b. Student states that only one space is put after any end-of-sentence punctuation.	12b.	12b.
12c. Student explains that word space on ExII begins as a fixed width value, but it is expandable which allows for justified copy; whereas, on the typewriter word space is a fixed width value and, therefore, copy will not be justified (right margin will be jagged).	12c.	12c.
12d. Student states that there is no keyboard symbol for SPACE BAR.	12d.	12d.
12e. Student states that a blank space (and no actual symbol) appears on the "character display" when SPACE BAR is depressed.	12e	12e.

TEACHER INFORMATION SHEET

MODULE II: LESSON 5 – STYLE CHANGE KEY

Definition and Function:

Selection of either one or two type styles is achieved by depressing the STYLE CHANGE key located on the lower left side of the keyboard. When activated the style changes are indicated by both the console light and on the character display panel by the symbol.( )

Note : Type styles for the ExecuWriter II are obtained from a film (font) strip made in *one size and two styles in* the same type family. For example, Light and **Bold**; Roman and *Italic*.

Type style alternatives are indicated on the Execuwriter II as *type styles one and two*. Selection is made by the depressing of the style change key.

Each film (font) strip is mounted on a revolving drum. It is from the type style images on the film strip that type characters are exposed. The film strip, made to standard configurations, has 100 characters in each style.

The film strip contains alphabets in both upper and lower case, punctuation, figures and miscellaneous characters. *All characters on the film strip correspond to those positions shown on the typewriter keyboard.*

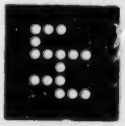
Relationship to Typewriter:

There are many different type styles on various makes and models of typewriters. Type also can be pica or elite. On the IBM Selectric machines, there are 30-40 different choices of prints or type faces on separate elements which the typist can interchange at will. The ExecuWriter II allows two choices for each font strip selected.

REFERENCE: ExecuWriter II Applications Manual, pages 37-38.

KEYBOARD SYMBOL

DISPLAY PANEL SYMBOL



P#	Poster Number
EX II S	ExecuWriter II Simulator
EX II	ExecuWriter II (machine)
WS#	Worksheet Number
OC	Oral Checksheet
TW	Typewriter
FC	Flash Cards

KEY: STYLE CHANGE

General Lesson Goals: Upon completion of the lesson, the students will:

1) Recognize what the STYLE CHANGE key looks like.
2) Locate the STYLE CHANGE key.
3) State the function of the STYLE CHANGE key.
4) Perform the function of the STYLE CHANGE key, within a given exercise.

Mat. & Equip.	Teaching Strategies	Student Objectives	Motivational Techniques	Supplementary Strategies
P# 1	1. Teacher points to the STYLE CHANGE key on the "instructional poster."			
EXII S	2. Teacher asks a student to point to the STYLE CHANGE key on the ExII S.	2. Student points to the STYLE CHANGE key on the ExII S.		
	3. Teacher delineates using visual materials and concrete examples the definition, function, and abbreviated symbol of the style change key,			
EXII S TW	4. Teacher compares the STYLE CHANGE key with various prints or type faces used on typewriters.			
EXII S	5. Teachers depresses the STYLE CHANGE key on the ExII S.			
EXII S	6. Teacher calls attention to (and explains the function of) the STYLE CHANGE light on the display panel			
EXII S	7. Teacher points to the "Character display" panel and depresses the STYLE CHANGE key.			
	8. Teacher explains that the symbol indicates a style change has been made.			

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P# Poster Number
EX II S ExecuWriter II Simulator
EX II ExecuWriter II (machine)
WS# Worksheet Number
OC Oral Checksheet
TW Typewriter
FC Flash Cards

KEY: STYLE CHANGE (cont'd)

Mat. & Equip.	Teaching Strategies	Student Objectives	Motivational Techniques	Supplementary Strategies
	9. Teacher asks student to depress STYLE CHANGE key. 10. Teacher asks student, "How do you know what style you're in?" 11. Teacher asks the student to complete worksheet and explains worksheet directions. 12. Teacher checks the student progress with teacher-made oral examination (question-answer session). The student must answer 100% accuracy in order to proceed to the next lesson.	9. Student depresses the STYLE CHANGE key. 10. Student points to the STYLE CHANGE light panel. 11. Student writes in the proper *keyboard* symbol for the STYLE CHANGE key in the appropriate square. 12a. Student states that the STYLE CHANGE light indicates which style has been selected, Style 1 or Style 2, by depressing the STYLE CHANGE key. 12b. Student matches the appropriate *keyboard* symbol (STYLE CHG) with its corresponding words (STYLE CHANGE). 12c. Student matches the *character display* symbol to the appropriate function key symbol (STYLE CHG).		

ORAL EXAMINATION CHECKLIST

MODULE II LESSON 5

KEY: STYLE CHANGE

STUDENT OBJECTIVES	COMPLETED	COMMENTS
12a. Student states that the STYLE CHANGE light indicates which style has been selected, Style 1 or Style 2.	12a.	
12b. Student matches the appropriate *keyboard* symbol (STYLE CHG) with its corresponding words (STYLE CHANGE).	12b.	12b.
12c. Student matches the character display symbol to the appropriate function key symbol (STYLE CHG).	12c.	12c.

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TEACHER INFORMATION SHEET

MODULE II: LESSON 6 SHIFT KEYS (LEFT & RIGHT)

Definition and Function:

Depressing the SHIFT key puts all type in upper case letters (caps) . The LEFT SHIFT key is used to capitalize letters typed by the right hand. The RIGHT SHIFT key is used to capitalize letters typed with left hand. *(Note:* Symbols for characters and functions will be seen on the visual Character Display while keyboarding. All alpha characters will be shown in capital letters only. When there is more than one image represented on the key position, *the image on the lower case position will be indicated.* A Shift or Unshift condition for characters will be shown by an Arrow pointing "Up" for Upper Case, and "Down" for Lower Case.)

Relationship to the Typewriter:

The function of both the RIGHT and LEFT SHIFT keys is the same on both the typewriter and the ExecuWriter II.

SHIFT INDICATOR LIGHT

Definition and Function:

When the "Shift Light" is lit, typed characters are in Upper Case (caps) position. The light remains lit when the typewriter SHIFT LOCK is on. The light goes out in the Unshift (lower case) condition.

Relationship to the Typewriter: None

REFERENCES: ExecuWriter II, Application Manual, page 29.

KEYBOARD SYMBOLS

*(L) *(R)

*(Left shift is left side of keyboard and right shift is on right side of keyboard.)

DISPLAY PANEL SYMBOLS

Upper Case

Lower Case

P# Poster Number
EX II S ExecuWriter II Simulator
EX II ExecuWriter II (machine)
WS# Worksheet Number
OC Oral Checksheet
TW Typewriter
FC Flash Cards

KEY: SHIFT KEYS (LEFT AND RIGHT)

General Lesson Goals: Upon completion of the lesson, the student will:

1) Recognize what the SHIFT KEYS (LEFT AND RIGHT) look like.
2) Locate the SHIFT keys.
3) State the function of the SHIFT keys.
4) Perform the function of the SHIFT key, within a given exercise.

Mat. & Equip.	Teaching Strategies	Student Objectives	Motivational Techniques	Supplementary Strategies
P#1	1. Teacher points to SHIFT keys on the "instructional poster."			
EXII S	2. Teacher asks the student to point to the SHIFT keys on the ExII S.	2. Student points to the SHIFT keys on the ExII S.		
EXII S	3. Teacher delineates using visual materials and concrete examples the definition, function, and abbreviated key symbol of the SHIFT keys.			
EXII S TW	4. Teacher compares the SHIFT keys on the ExII S with the SHIFT keys on the typewriter.			
EXII S	5. Teacher demonstrates and explains the use of the SHIFT keys and function of the shift light on the display panel.			
EXII S	6. Teacher points to "character display" board and depresses a SHIFT key.			
EXII S	7. Teacher explains that the symbols ([redacted]) and ([redacted]) indicate upper case or lower case, respectively, when SHIFT key is depressed.			
EXII S	8. Teacher asks student to depress the SHIFT key and note the character display symbol.	8. Student depresses the SHIFT key and points to the symbol on the display panel		
EXII S	9. Teacher asks student to point to the shift light.	9. Student points to the shift light.		
EXII S	10. Teacher further demonstrates using the SHIFT key on the ExII S: 1)depress right SHIFT key, 2) hold the key, 3) type "S",4) release shift (call attention to the character display symbols ([redacted]) and ([redacted]),5) type in lower case "shift" (Shift), 6) strike space bar, 7) depress left SHIFT key, 8) hold the key, 9) type "K" 10) release shift, 11) type in lower case "e y s".			

P# Poster Number
EX II S ExecuWriter II Simulator
EX II ExecuWriter II (machine)
WS# Worksheet Number
OC Oral Checksheet
TW Typewriter
FC Flash Cards

KEY: SHIFT KEYS (LEFT AND RIGHT) (cont'd)

Mat. & Equip.	Teaching Strategies	Student Objectives	Motivational Techniques	Supplementary Strategies
EXII S	11a. Teacher asks student to perform items 10-1 to 10-11 while dictating instructions in sequence.	11a. Student performs items 10-1 to 10-11 as dictated by the teacher.		
EXII S	11b. Teacher asks student to perform items 10-1 to 10-11 without teacher assistance.	11b. Student performs items 10-1 to 10-11 without teacher assistance.		
W/S#1	12. Teacher asks student to complete worksheet and explains worksheet directions.	12. Student writes in the proper symbol for the SHIFT LOCK key in the appropriate square		
OC FC EXII S	13. Teacher checks student progress with teacher-made oral examination (question-answer session). The student must answer with 100% accuracy in order to proceed to the next lesson.	13a. Student states that depressing the SHIFT key causes the ExII to print in capital letters (upper case) and when not depressed in small letters (lower case). 13b. Student explains that the shift light on the panel remains lit as long as the SHIFT key is *depressed.* 13c. Student matches the character display (▮) for upper case to the shift keys (SHIFT). 13d. Student matches the character display symbol ▮ for lower case to the shift keys (SHIFT).		

ORAL EXAMINATION CHECKLIST

MODULE II LESSON 6

KEY: SHIFT KEYS (LEFT AND RIGHT)

STUDENT OBJECTIVES	COMPLETED	COMMENTS
13a. Student states that depressing the SHIFT key causes the ExII to print in capital letters (upper case.)	13a.	13a.
13b. Student explains that the shift light on the panel remains lit as long as the shift key is depressed.	13b.	13b.
13c. Student matches the character display symbol for upper case to the shift keys (SHIFT).	13c.	13c.
13d. Student matches the character display symbol for lower case to the shift keys (SHIFT).	13d.	13d.

TEACHER INFORMATION SHEET

MODULE II: LESSON 7--SHIFT LOCK KEY

Definition and Function:

The SHIFT LOCK holds the keyboard in upper case position. All letters or characters typed will be in upper case until the SHIFT key is depressed a second time which releases the SHIFT LOCK.

Relationship to the Typewriter:

SHIFT LOCK key function is the same on both the typewriter and the ExecuWriter II. However, when using the SHIFT LOCK on the typewriter the operator can actually "feel" it lock into place; whereas on the ExecuWriter II, the operator cannot "feel" it lock into place (but knows it is locked by SHIFT LIGHT indicator).

REFERENCE: ExecuWriter II, *Applications Manual*, page 29.

KEYBOARD SYMBOL

DISPLAY PANEL SYMBOL

Upper Case

P# Poster Number
EX II S ExecuWriter II Simulator
EX II ExecuWriter II (machine)
WS# Worksheet Number
OC Oral Checksheet
TW Typewriter
FC Flash Cards

KEY: SHIFT LOCK KEY

General Lesson Goals: Upon completion of the lesson, the student will:

1) Recognize what the SHIFT LOCK key looks like.
2) Locate the SHIFT LOCK key.
3) State the function of the SHIFT LOCK key.
4) Perform the function of the SHIFT LOCK key, within a given exercise.

Mat. & Equip.	Teaching Strategies	Student Objectives	Motivational Techniques	Supplementary Strategies
P# 1	1. Teacher points to the SHIFT LOCK on the "instructional poster."			
EXII S	2. Teacher asks student to point to the SHIFT LOCK key on the EXII S.	2. Student points to the SHIFT LOCK key on key on the ExII S.		
EXII S	3. Teacher delineates using visual materials and concrete examples the definition, function, and abbreviated symbol of the SHIFT LOCK key.			
EXII S TW	4. Teacher compares the SHIFT LOCK key on the ExII with the SHIFT LOCK key on the typewriter.			
	5. Teacher demonstrates and explains the use of the SHIFT LOCK key and reviews the function of the shift light.			
EXII S	6. Teacher points to "character display" panel and depresses the SHIFT LOCK key.			
EXII S	7. Teacher explains that the symbols ( ) and ( ) indicate upper case and lower case, respectively, when SHIFT key is depressed.			
EXII S	8. Teacher asks student to depress the SHIFT LOCK key.	8. Student depresses the SHIFT LOCK key.		
EXII S	9. Teacher asks student to point to the shift light on panel.	9. Student points to the shift light on the panel.		
EXII S	10. Teacher further demonstrates using the SHIFT LOCK key on the EXII S: 1) depresses SHIFT LOCK, 2) types "s h i f t", 3) strikes spacebar once, 4) types "l o c k", 5) depresses SHIFT key (left or right) (calls attention to character display symbols ( ) and ( ) and on-off postion of shift light).			

P# Poster Number
EX II S ExecuWriter II Simulator
EX II ExecuWriter II (machine)
WS# Worksheet Number
OC Oral Checksheet
TW Typewriter
FC Flash Cards

KEY: SHIFT LOCK (cont'd

Mat. & Equip.	Teaching Strategies	Student Objectives	Motivational Techniques	Supplementary Strategies
EXII S	11a. Teacher asks student to perform items 10-1 to 10-5 while dictating instructions in sequence.	11a. Student performs items 10-1 to 10-5 as dictated by the teacher.		
EXII S	11b. Teacher asks student to perform items 10-1 to 10-5 without teacher assistance.	11b. Student performs items 10-1 to 10-5 without teacher assistance.		
W/S#	12. Teacher asks student to complete worksheet and explains worksheet directions.	12. Student writes in the proper symbol for the SHIFT LOCK key in the appropriate square		
OC FC EXII S	13. Teacher checks the student progress with teacher-made oral by examination (question-answer session). The student must answer with 100% accuracy in order to proceed to the next lesson.	13a. Student states function of SHIFT LOCK key in own words (function is to lock ExII type in upper case position for as long as capital letters are desired). 13b. Student states that the function of the SHIFT LOCK key on the phototypesetting machine is identical to that of the typewriter shift lock key. 13c. Student states that the shift light on panel remains lit when the SHIFT LOCK key is depressed. 13d. Student points to the character display panel and states that the symbol (upper case type) for the SHIFT LOCK key appears when the key is depressed and states that the symbol (lower case type) appears when the SHIFT LOCK key is released.		

ORAL EXAMINATION CHECKLIST

MODULE II LESSON 7

KEY: SHIFT LOCK

STUDENT OBJECTIVES	COMPLETED	COMMENTS
13a. Student states function of SHIFT LOCK key in own words (function is to lock Exll type for as long as capital letters are desired).	13a.	13a.
13b. Student states that the function of the SHIFT LOCK key on the phot-typesetting machine is identical to that of the typewriter shift lock key.	13b.	13b.
13c. Student states that the shift light on panel remains lit when the SHIFT LOCK key is depressed.	13c.	13c.
13d. Student points to the character display panel and states that the symbol (▮ upper case type) for the SHIFT LOCK key appears when the key is depressed and states that the symbol (▯ lower case type) appears when the SHIFT LOCK key is released.	13d.	13d.

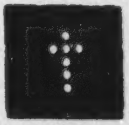
EVALUATION II

1a. Draw a line to match the keys in Column A with the words in Column B.

Column A (Keyboard Representation)	Column B (Word)
SHIFT	Space Bar
	Shift
STYLE CHG	Style Change
	Shift Lock
SHIFT LOCK	Paper Feed

1b. Underline the above keys in Column A that have a light on the control panel which remains lit when the key is depressed.

2. Draw a line to match the keys in Column A with the symbols in Column B.

Column A (Keyboard Representation)	Column B (Character Display Symbol)
SHIFT	
STYLE CHG	
SHIFT LOCK	

EVALUATION II (cont'd)

3. Phototypeset the following sentence: "The ExecuWriter II has two style changes. (RETURN)

   An example of them are: BOLD and ITALIC.

4. Draw a line to match the keys in Column A with its function in Column B.

Column A (Keyboard Representation)	Column B (Function)
	Prints material and goes down to the next line.
	Places a space between words, sentences, paragraphs, etc.
	Hold the keyboard in upper case position.
	Selects one type style.
	Prints capital letters (upper case) when depressed and small letters (lower case) when not.

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EVALUATION II--KEY

QUESTIONS	ANSWERS	PAGES	OBJECTIVES
1a. Draw a line to match the key in Column A with the words in Column B.	1a. SHIFT-Shift STYLE CHG- Style Change SHIFT LOCK - Shift Lock	1a. p 32, 33 p 28, 29 p 37, 39 p 23	1a. 1-3 & 12 1-3, 11, 12b 1-3 & 12 1-4
1b. Underline the above keys that have a light on the control panel which remains lit when the key is depressed.	1b. SHIFT STYLE CHG SHIFT LOCK	1b. p 32, 34 p 28, 29 p 37, 39	1b. 5, 13b 5&6, 12a 5, 13c
2. Draw a line to match the keys in Column A with the symbols in Column B.	2. SHIFT - STYLE CHG - SHIFT LOCK -	2. p 32, 34 p 28, 29 p 37, 39	2. 5-8, 13c 5-8, 12c 6&7, 13d
NOTE: The following exercise *MUST* be performed on the *actual* ExecuWriter II photocomposer.			
3. Phototypeset the following sentence using the appropriate style for the words "BOLD" and "ITALIC": The ExecuWriter II has two style changes. An example of them is:**BOLD** and *ITALIC*.	3. (1) Depress PAPER FEED (2) Depress START (3) Depress SHIFT; type "T"; release SHIFT (4) Type "he" (5) Press Space Bar (6) Depress SHIFT; type "E"; release SHIFT (7) Type "xecu" (8) Depress SHIFT; type "W"; release SHIFT (9) Type "riter"	3. p 5-40	OVERALL UNIT OBJECTIVES I & II

QUESTIONS	ANSWERS	PAGES	OBJECTIVES
	(10) Press Space Bar (11) Depress SHIFT or SHIFT LOCK; type II; release SHIFT/SHIFT LOCK (12) Press Space Bar (13) Type remaining sentence with one space between each word (by depressing the Space Bar) and one space after the end of the sentence. Depress RET. (14) Depress SHIFT; type "A"; release SHIFT (15 Type remaining sentence until colon. (16) Set Style Change on 1 (17) Depress SHIFT LOCK; type "BOLD"; release SHIFT LOCK (18) Press Space Bar (19) Type "and" (20) Press Space Bar (21) Set Style Change on 2 (22) Depress SHIFT LOCK; type "ITALIC; release SHIFT LOCK (23) Press Space Bar (24) Type "." (25) Depress RET. (26) Depress PAPER FEED		

QUESTIONS	ANSWERS		PAGES	OBJECTIVES
4. Draw a line to match the keys in Column A with its function in Column B.	4. SHIFT -	Prints capital letters (upper case) when depressed and small letters (lower case) when not.	4. p 32, 24	4. 3&13a
	STYLE CHG -	Selects one type style	p 28, 29	3&12a
	SHIFT LOCK -	Holds the keyboard in the upper case position	p 37, 39	3&13a
		Places a space between words.	p 23, 25	5, 12a

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Paper Feed Key	I	1
Return Key	I	3
Shift Key	II	6
Shift Lock Key	II	7
Space Bar	II	4
Start Key	I	2
Style Change Key	II	5

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Project VITA

PHOTOTYPESETTING

Module II
Lessons 4, 5, 6, and 7

Student Handbook

Prepared by Margaret A. Kurtz and David C. Gardner
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FOREWORD TO THE STUDENT

PHOTOTYPESETTING is a new book. It is divided into five sections. Each section is called a module. The modules will give you information on how to use 16 of the special keys that are on the ExecuWriter II phototypesetting machine.
Before you can learn to operate an ExecuWriter II, you must know how to type. You do not need to be a fast typist to learn to phototypeset, but you must be an accurate one.

You should use this module in the resource room. You should be receiving training on the ExecuWriter II machine in the shop.

LESSON PLAN

There are 16 lessons in the five modules. Each lesson introduces a special key.

This is the lesson plan:

1. *Word Study* Meanings of words in the lesson.
2. *Special Key* Name and location of the special key.
3. *Definition and Function* What the key is used for.
4. *Relationship to the Typewriter* How the ExecuWriter II is like the regular typewriter.
5. *Keyboard Practice* Exercises using the special key.
6. *Progress Check* Questions about the lesson.

At the end of each module there is a Job. This is a Practice Exercise. You will use all of the keys presented in the module.

SPECIAL FEATURES

The Simulator is a machine with a keyboard like the ExecuWriter II. You will be able to practice your lesson in the resource room on the Simulator.

You will also receive a *cassette tape* with each module. You will use this to listen to each lesson in the module while you are reading it from the book.

INTRODUCTION TO PHOTOTYPESETTING

Phototypesetting is a way of printing words, numbers, symbols, and sentences. A *symbol* is a mark which stands for something. Phototypesetting is done on a machine like a typewriter.The phototypesetting machine you will use is called the ExecuWriter II. The ExecuWriter is a phototypesetting machine. It is like a typewriter. It has rows of keys.

The keys have letters, numbers, symbols, or a direction on them. The direction keys tell the machine to do something. Those keys are special and are not found on a typewriter. The modules will explain what those different keys are and how they are used. The pushing down of the keys is called typing.

As you type, the letters, numbers, and symbols appear in a strip on the machine. The phototypesetting machine also remembers what letters, numbers, or symbols have been typed. When you get to the end of the line, the machine makes a picture of the line on a film. The film of the line has to be developed like the film from a camera to make a picture people can see.

The phototypesetting machine also lets the person who is running the machine put the letters, numbers, and symbols where they have to be placed. This is called *photocomposition.*

It is called *photocomposition* because part of the machine works like a camera and uses film. Photocomposition is the word used to say what the ExecuWriter machine does.

After the film from the phototypesetting machine has been developed, the picture that is made is used in other steps which have to be followed to complete the printing job.

Adapted from the ExecuWriter II. Applications, Compugraphic, Inc.

MODULE II: LESSON 4 - The Space Bar

WORD STUDY

justified copy — Copy that is even on both right and left margins.

Look at the example of justified copy below.

> Type fonts for the ExecuWriter are made in seven sizes. A font is defined as a complete assortment of any one size and style containing all the characters needed for typesetting. Variations in the style family, such as light face roman, bold face or italic can be obtained. These variations retain the original charactertics of the style except for being thicker, thinner, or slanted as their names imply.

SPECIAL KEY

Find the SPACE BAR on the ExecuWriter II keyboard below.

It is under the bottom line of keys. It is in the center. The SPACE BAR is long and narrow and is shaped like a bar. The SPACE BAR does not have a keyboard symbol.

DEFINITION AND FUNCTION

When you type on a regular typewriter, all word spaces are the same. The right margin of every lines varies and the lines are not even.

The SPACE BAR on the ExecuWriter II is like the typewriter space bar. It is used to leave a space between words. But, the SPACE BAR on the ExecuWriter II spreads out words so that all copy ends at the same place at the right margin. This makes both the left and right margins even. Copy that is even on both the left and right margins is called jusified copy.

RELATIONSHIP TO THE TYPEWRITER

The SPACE BAR on the ExecuWriter II is like any other typewriter. On the typewriter, you press the SPACE BAR two times after a period, colon, or other punctuation at the end of a sentence. Copy on the ExecuWriter II is justified. You leave one space after all punction. The SPACE BAR will divide the space between words and at the end of sentences.

KEYBOARD PRACTICE

EXERCISE 4A. Practice Exercise 4A.

1. Type the word space.
2. Press the SPACE BAR once.
3. Type the word bar.
4. Look at the character display panel. No symbol appears when you press the SPACE BAR.

Repeat Exercise 4A.

EXERCISE 4B. Practice Exercise 4B.

1. Type the word space.
2. Press the SPACE BAR once.
3. Type the word bar.

EXERCISE 4C. Practice Exercise 4C. When you type sentences, put one space after any end-of-sentence punctuation.

1. Type the word Hi!. Press the the SPACE BAR ONCE.
2. Type the word How. Press the SPACE BAR once.
3. Type the word are. Press the SPACE BAR once.
4. Type the word You. Press the once. SPACE BAR
5. Type the word I. Press the SPACE BAR once.
6. Type the word am. Press the SPACE BAR. once.
7. Type the word fine. Press the SPACE BAR ONCE.

Repeat Exercise 4C.

PROGRESS CHECK

Tell your teacher that you are ready for Progress Check 4.

MODULE II: LESSON 5
Style Change Key

WORD STUDY

font — An assortment of type of the same size.

SPECIAL KEY

Find the STYLE CHANGE key on the diagram below.

It is in the bottom row of keys at the far left . The keyboard symbol is STYLE CHG.

DEFINITION AND FUNCTION

There are two type styles on the ExecuWriter II. By pressing the STYLE CHANGE key, you may choose one of two type styles for the typesetting,. When the STYLE CHANGE key is pressed, the light on the left front paned of the machine will go on and show which style you are using. A symbol shows on the character display panel when you press the STYLE CHANGE key. This symbol will tell you the tho have made a change.

The type styles for the ExecuWriter II are on a film strip. The film strip is called a font. The font is made in one size and two styles. Below, you see two type styles from on "family".

12-pt. Bodoni Bold

abcdefghijklmnopqrstuvwxyz
ABCDEFGHIJKLMNOPQRSTUVWXYZ
1234567890$

12-pt. Bodoni Bold Italic

abcdefghijklmnopqrstuvwxyz
ABCDEFGHIJKLMNOPQRSTUVWXYZ
1234567890$

RELATIONSHIP TO THE TYPEWRITER

There are different type styles for typewriters. The IBM Selectric machine has between 30 and 40 choices of type styles. Each type style is on a separate element or ball. You must change the ball to change the type style.

The ExecuWriter II has two styles on the machine. You may change type style be pressing the STYLE CHANGE key.

KEYBOARD PRACTICE

EXERCISE 5A. Do Exercise 5A.

1. Press the STYLE CHANGE key,
2. Look at the STYLE CHANGE light on the panel.
3. Press the STYLE CHANGE key again.
4. Look at the symbol on the character display panel.
   The symbol tells you that a style change has been made.

PROGRESS CHECK

Tell your teacher that you are ready for Progress Check 5.

MODULE II: LESSON 6 - Shift Keys (Left and Right)

WORD STUDY

lower case	Copy typed with small letters.
upper case	Copy typed with capital letters.

SPECIAL KEY

Find the left SHIFT key on the ExecuWrier II keyboard below. It is on the bottom row next to the Z key.

Find the right shift key. It is on the bottom row of keys next to the / key.

DEFINITION AND FUNCTION

When you press the SHIFT key, all letters appear in upper case or in capital letters. The left SHIFT key is used to type capital letters for keys typed by the right hand. The right SHIFT key is used to type capital letters for keys typed with the left hand.

The letters of the alphabet show in capital letters on the character display panel. When more than one letter in shown on the key, the letter on the lower case position shows on the character display panel. Shift or Unshift for letters will be shown by an arrow pointing *up* for upper case and *down* for lower case. Look at the example below.

↑S↓HIFT AND ↑U↓NSHIFT

RELATIONSHIP TO THE TYPEWRITER

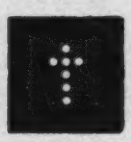
The right and left SHIFT keys are used in the same way on the typewriter and the ExecuWriter II.

When you press the SHIFT key on the ExecuWriter II, the light goes on on the left front panel. The light will stay on as you type capital letters. The light goes out when you unshift or unlock the SHIFT key. There is no shift indicator light on a typewriter.

EXERCISE 6A. Do Exercise 6A.

Press the SHIFT key.

2. Look at the symbol on the character display panel.
3. The symbol should look like the one below.



EXERCISE 6B Practice Exercise 6B.

1. Press the right SHIFT key.
2. Hold the key.
3. Type the letters *s*
4. Release the SHIFT key.
5. Type the letters *shift.*
6. Press the SPACE BAR
7. Press the left SHIFT key.
8. Hold the key.
9. Type the letter *K.*
10. Release the SHIFT key.
11. Type the letters *eyes.*

Repeat Exercise 6B

PROGRESS CHECK

Tell your teacher that you are ready for Progress Check 6.

MODULE II : LESSON 7 - Shift Lock Key

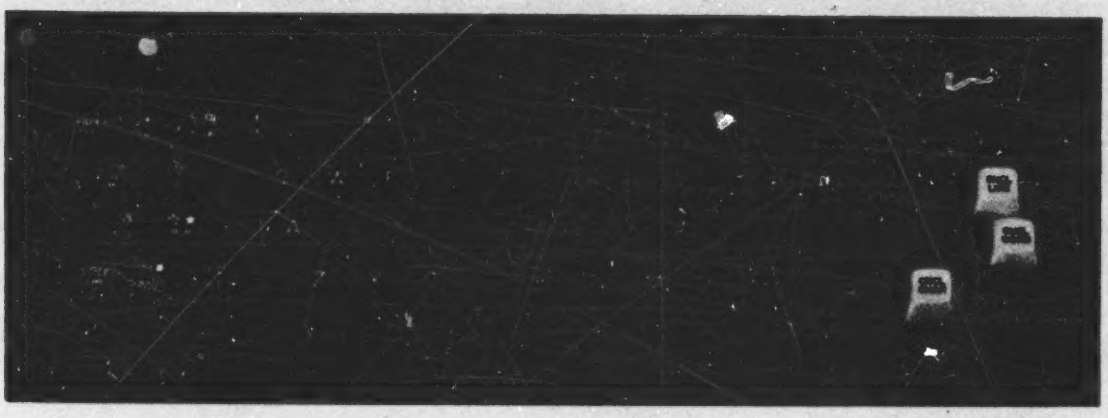
WORD STUDY

lower case — Copy typed with small letters.

upper case — Copy typed with capital letters.

SPECIAL KEY

Find the SHIFT LOCK key on the ExecuWriter II keyboard below. It is on the second row from the bottom. It is above the SHIFT key.



DEFINITION AND FUNCTION

When you press the SHIFT LOCK key, the shift key will lock. When the SHIFT key locks, the keys appear in upper case or capital letters. When you press the SHIFT key the shift lock will unlock and the letters will be in lower case.

RELATIONSHIP TO THE TYPEWRITER

The SHIFT LOCK key is the same on the typewriter and the ExecuWriter II When you use the SHIFT LOCK key is the typewriter, you can *feel* it lock. On the ExecuWriter II, you cannot *feel* it lock. You will know it is locked because the light is on.

Also, a symbol appears on the character display panel.

KEYBOARD PRACTICE

EXERCISE 7A. Practice Exercise 7A.

1. Press the SHIFT LOCK key. The light should be on.
2. Look at the character display panel.
3. The symbol will look like the example below.

EXERCISE 7B.

1. Press the Shift
2. Type the word *shift*.
3. Press the SPACE BAR once.
4. Type the word *lock*.
5. Press the SHIFT key. This will unlock the SHIFT key.

Repeat Exercise 7B.

PROGRESS CHECK

Tell your teacher that you are ready for Progress Check 7.

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1/18 Space Key	V	16
Paper Feed Key	I	1
Return Key	I	3
Shift Key	II	6
Shift Lock Key	II	7
Space Bar	II	4
Start Key	I	2
Style Change Key	II	5